

# Montana State Library

*Records Digitization Project*

## COVER SHEET



*This page is not part of the original document and was inserted for formatting purposes*



# APPRENTICESHIP AND TRAINING PROGRAM

BIENNIAL REPORT FOR  
2001 & 2002



THE DOCUMENTS COLLECTION

JAN 0 2003

MONTANA STATE LIBRARY  
1515 E. 6th AVE.  
HELENA, MONTANA 59620

SUBMITTED TO: GOVERNOR JUDY MARTZ

PREPARED BY :  
THE APPRENTICESHIP TRAINING PROGRAM  
WORKFORCE SERVICES DIVISION  
MONTANA DEPARTMENT OF LABOR & INDUSTRY

MONTANA STATE LIBRARY



**3 0864 1001 7085 4**

DEPARTMENT OF LABOR AND INDUSTRY  
WORKFORCE SERVICES DIVISION



JUDY MARTZ, GOVERNOR

PO BOX 1728

STATE OF MONTANA

(406) 444-3998

HELENA, MONTANA 59624-1728

The Honorable Judy Martz  
Governor  
State of Montana  
Helena, MT 59620

Dear Governor Martz:

In accordance with Section 39-6-101, MCA, Duties of Department, we have the honor to submit to you the Biennial Report of the Montana State Apprenticeship Training Program. This report covers Apprenticeship and Training Program activities from July 1, 2000 through the June 30, 2002 timeframe.

Respectfully submitted by  
The Montana State Apprenticeship Training Program

Mark S. Maki, Supervisor



MONTANA Apprenticeship  
Training Program





# Table of Contents

---

INTRODUCTION .....	1
REGISTERED APPRENTICESHIP SYSTEM AND ADMINISTRATION .....	5
REGISTERED APPRENTICESHIP .....	6
ADMINISTRATION OF APPRENTICESHIP PROGRAMS .....	7
THE ECONOMIC IMPACT OF APPRENTICESHIP .....	12
APPRENTICESHIP RETENTION RATE REPORT .....	13
RELATED TRAINING FUNDING .....	14
2001-2002 APPRENTICESHIP TRAINING PROGRAM ACTIVITIES .....	17
APPRENTICESHIP STATISTICS .....	18
CONSTRUCTION .....	20
MANUFACTURING .....	20
UTILITIES .....	20
SERVICES .....	20
EQUAL EMPLOYMENT OPPORTUNITY SERVICES .....	21
PROJECTIONS AND GOALS .....	22
EMPLOYMENT TRENDS .....	23
SPECIAL PROJECTS .....	24
NEW ADMINISTRATIVE RULES .....	24
CHILD CARE DEVELOPMENT SPECIALIST .....	26
INTERNET ENHANCEMENT PROJECT .....	28
THE FUTURE OF APPRENTICESHIP .....	31
APPRENTICESHIP TRAINING PROGRAM STAFF .....	35
AFFILIATED PROFESSIONAL ASSOCIATIONS .....	36
APPENDIX .....	37
REGISTERED APPRENTICES BY OCCUPATION .....	38





# Introduction

---



Registered apprenticeship is an important resource for employers and an opportunity for workers in these demanding times. In the environment of "down sizing" and "right sizing", the work force must be more efficient and productive. The better we train Montana's workforce today, the more likely they are to be up to the challenges in tomorrow's work place.

As unemployment figures get lower, the availability of skilled workers declines. The remaining people are likely to be those with skills that don't match those of current openings in the job market. The Apprenticeship Training Program, Department of Labor and Industry, helps fill this void through services provided to Montana employers.

Through a registered apprenticeship program employers can get professional assistance to train Montana workers to become highly skilled in their trade or craft. As our state economy becomes more service based, the demand for a technically trained, skilled work force will increase.

Apprenticeship is the oldest form of skill training there is. It's a skilled worker teaching the skills of their craft to other workers. Registered apprenticeship training includes both supervised on-the-job training through actual work and related technical instruction in the classroom. Management, Labor and Government work in cooperation to provide structured progressive instruction programs to develop high quality, skilled, employable workers.

*" The Montana State Apprenticeships Training Program acts as the midwife that provides the structure to help deliver untrained Montanans to the world of trained, professional skilled trade's people that will obtain well paying jobs that can support families and generally contribute to the betterment of this great State."*

Christopher Eyer, Big Sky Electric, Missoula, Montana.



An employer that sponsors a registered apprenticeship training program in their company experiences many benefits:

**1- A Source Of Trained Workers**

Employers can guarantee their companies a steady supply of competent, well-trained workers. These workers will have the added benefit of being trained in the sponsoring company's quality standards and work practices. Skilled workers do the job faster and with fewer callbacks.

**2- Economy**

Apprentice training costs are minimal because apprentices produce while they learn and earn on a progressive wage schedule.

**3- Less Turnover**

Apprentices in a certified training program know they have jobs with futures. Satisfied employees mean less potential turnover.

**4- Improved Labor Relations**

Employers establish a mutually beneficial association with the apprentices in their employ.

**5- Demonstrates Community Commitment**

Employers that sponsor a registered apprenticeship program have taken it upon themselves to provide more career opportunities and training for people in their communities.

**6- Recognition**

Apprenticeship training programs registered by the Montana Department of Labor and Industry have the respect of industry, labor and communities.

Why learn a trade through an apprenticeship instead of through some other method? Some of the advantages of completing a registered apprenticeship program include:

**1- Exposure**

Apprenticeship gives workers versatility by teaching them all aspects of a trade. Apprenticeship facilitates the acquisition of skills not just for a single job, but for a career. It helps them learn



to work with different kinds of people in a working situation. It familiarizes them with the overall picture of a company's operation and organization

**2- Competition**

Apprentice graduates are more educated, work more steadily, learn their trades faster and are more likely to become supervisors than non-apprentice craftworkers.

**3- Job Security**

Apprenticeship produces better skilled, more productive and safer craftworkers. Apprenticeship graduates experience less unemployment than craftworkers trained in informal ways, since employers retain better skilled workers and often specifically request them for a job.





# Registered Apprenticeship System and Administration

---

1875

at 1000 ft

1000 ft

1000 ft

# Registered Apprenticeship

---

Registered apprenticeship is a voluntary training program. Employers that choose to sponsor a program are expected to meet established program standards. Apprenticeship standards are established by their respective industry. They are intended to train skilled workers to know all aspects of their particular industry, not limited experienced workers. Not all employers engage in a broad enough scope of their particular trade to adequately train an apprentice.

Registered apprenticeship is on-the-job training supplemented with related technical instruction. Apprentices work under the supervision of qualified journeyworkers to develop the skill, learn the techniques, materials and equipment of the trade.

Classroom or approved home study courses that provide training in the theoretical and technical aspects of the trade are required. Minimum class time is 144 hours for each year of the apprenticeship, but may be higher for some trades.

Apprentices are generally evaluated every six months and receive pay raises upon verification of satisfactory progress in skill development and course work. An apprentice's starting wage is usually 50% of the applicable journeyworker rate. There are wage increases from five to ten percent for each increment period of satisfactory progress.

When a registered apprenticeship program sponsor verifies that the apprentice has fulfilled all requirements of the training program, the Montana Apprenticeship and Training Program will issue a certificate of completion. This validated national credential is proof that the completing apprentice is a fully qualified skilled worker in their trade.



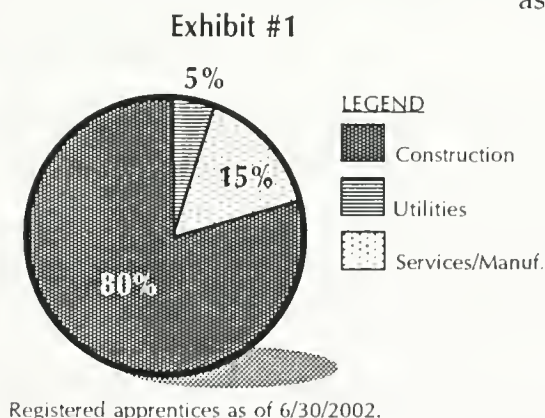
# Administration of the State of Montana Apprenticeship Programs

In 1941 the Montana 27th Legislative Assembly enacted Chapter 149 to create an apprenticeship system. The program operated with informal federal recognition from 1941 until 1977. In 1977 federal regulations were finalized (Title 29, CFR 29.12). The United States Secretary of Labor officially recognized the authority of the Montana Department of Labor and Industry to determine individual apprenticeship program compliance for federal purposes.

Over the years apprenticeship has been administered from several divisions within the department. The Montana Department of Labor and Industry was reorganized in 1993 and on July 1, 1993, the Apprenticeship Training Program was relocated in the Workforce Services Division. This placement of the program provides a more direct administrative link with other employment and training services provided by the department.

There is a stereotypical image of apprenticeship in the general public as just union construction jobs. Registered apprenticeship also includes numerous jobs in the medical and food service fields as well

as many mechanical and artisan trades and is expanding into the fields of information technology.



Registered apprentices as of 6/30/2002.

There are over 180 occupations registered as apprenticeable in Montana. The Apprenticeship Training Program currently has apprentices being trained in 48 of those trades. As of June 30, 2002,





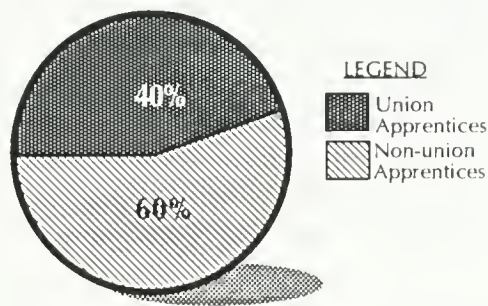
1,073 registered Montana apprentices were being trained in three major labor categories: construction, utilities, and service/manufacturing.

The Montana Apprenticeship Training Program provides technical assistance and oversight for all registered programs. In Montana, as of June 30, 2002, 58% of the registered programs and 60% of all registered apprentices are independent. Additionally, there are 36 Joint Apprenticeship and Training Committees (JATC) sponsored programs, which represents 320 union employers. The jatcs are structured with equal numbers of management and labor members. The jatcs are generally the larger apprenticeship sponsors and historically the models for their trades.

The Apprenticeship Training Program, Department of Labor and Industry provides the following services to employers, workers, and the public and educational community:

- Free consulting and technical assistance to employers in setting up and registering apprentice training programs.
- Oversight service and monitoring of existing apprenticeship programs to ensure compliance with state, federal and industry training standards and successful completion of apprentices.
- Maintain and revise apprentice training standards, to safeguard the welfare of apprentices and to ensure the quality of the training.

Exhibit #2



Registered apprentices as of 6/30/2002.



- Provide information to the public about apprenticeship opportunities.
- Certify apprentices on public works projects.
- Functions as Montana's authorized approval agency for V.A. benefit purposes.
- Record and issue certificates to individuals who successfully complete their apprenticeship training program.

Apprentice sponsorship is a significant commitment between an employer and the apprentice. The sponsors train skilled workers that support Montana's economic vitality. Prior to the certification of a new sponsor and apprentice, there has been thorough information and consultative services provided. The more complete the understanding of program requirements for those involved, the fewer problems there are to correct through the term of the apprenticeship. Apprenticeship Training Program staff work with sponsors on a continual basis to ensure the best prospects of successful completion for as many apprentices as possible.

Successful apprenticeships require various types and degrees of involvement from all parties through the term of each apprentice. The programs' staff invests time, resources and energy in the success of each apprentice registered. New apprentices do not count as a positive achievement until completion. The staff strives to stay involved with each program and apprentice throughout their training period.

*" I want to thank you for the technical assistance, answers and support you have given to me to help write a report, to the MCA Board of Directors, about the feasibility of offering an apprenticeship program here at the MCA. I especially want to thank you for your willing-*

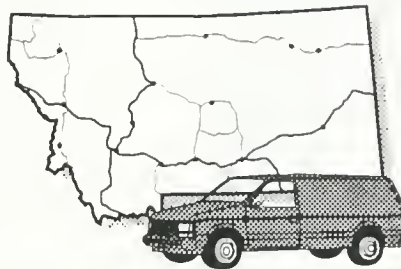


*ness to educate a novice about the proper process and design of an apprenticeship program that will be a model of fairness for both the contractor membership and the potential apprentices ."*

Tamijo Ruether-Affor, Workforce Development,  
Helena, MT

From July 1, 2000 to June 30, 2002, program staff conducted 873 inspection visits to sponsors of registered apprenticeship programs. During these informal visits, program compliance is reviewed, technical assistance is provided and information on new laws or regulations affecting the sponsor are passed on. Other issues that could impact the over-all success of sponsor's program are dealt with on a personal basis.

Exhibit #3



In 2001-2002, the program's field staff drove 60,500 miles, conducting on-site business.

Exhibit #4



In 2001 and 2002, program field representatives spend 46 percent of their working hours on site.

Apprenticeship Training Program staff provide active program management assistance to sponsors and apprentices. The staff also provides the in-person service that many Montana employers expect. This service is provided to employers with no fees or direct cost. For the July 1, 2000 to June 30, 2002 time frame, the Apprenticeship and Training Program staff traveled approximately 60,576 miles and spent an approximate 2,912 hours, 46% of their working time, in the field servicing the apprenticeship community in Montana.



During the time frame in review, the staff registered 862 new apprentices and certified 127 new program sponsors. Additionally, the total four person staff handled over 6,500 incoming telephone calls requiring various degrees and levels of response. Furthermore, the combined program staff sent over 10,700 survey inquiries, sponsor and apprentice letters, administrative rule notices and program information packages concerning the program during the time frame in review.

#### Exhibit #5



In 2001 and 2002, Apprenticeship and Training staff handled 6,500 incoming telephone calls.



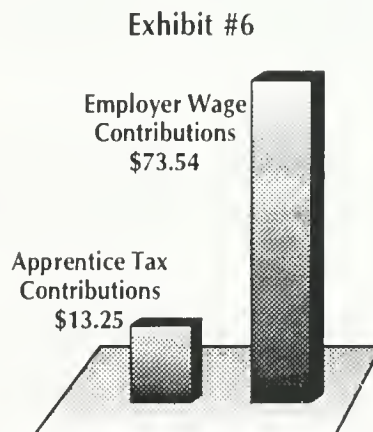


# The Economic Impact of Apprenticeship

Apprentices, unlike many people in learning situations, earn wages that contribute to the support of all levels of government and purchase goods and services in their communities. The progressively increasing wages are leading to good stable wages in skilled occupations. Well paid, trained and skilled labor is the backbone of Montana's economy.

Montana expended \$421,000.00 to support apprenticeship training during fiscal year 2001/2002. The program had \*993 apprentices registered as of June 30, 2002. In 2001-02 these apprentices earned an average hourly wage of \$14.99 per hour and an average gross annual wage of \$31,179.20. Employers contributed approximately \$30,960,095 in gross wages to apprentices while the average apprentice contributed \$5,619.12 in income taxes to the state's and federal economy. Therefore, for every one (1) dollar the state annually invested in 2001/2002, in registered apprenticeship, employers paid \$73.54 in wages and apprentices contributed \$13.25 in taxes. The estimated amount of taxes paid by Montana apprentices in 2001/2002 was \$5,579,786.10.

**\*The survey did not include registered child care specialist apprentices due to the difference in the over all wage structure.**



For every one state dollar invested returns \$13.25 in apprentice taxes and \$73.54 in employer contributed wages.



## APPRENTICE RETENTION RATE

The Apprenticeship and Training Program in collaboration with the Research and Analysis Bureau, Department of Labor and Industry interfaced social security numbers of all apprentices successfully completing apprenticeship programs with UI wage earning data and the results are as follows:

1. All apprentices successfully completing the program since 1997 were used for the report.
2. The report revealed that 835 apprentices have graduated/completed apprenticeship programs since 1997.
3. Historical data indicates that the completing apprentices worked in 48 to 55 different apprentice-able occupations, with an estimated 80% of all completing apprentices working in construction related occupations.
4. Historical data also indicates that out of all of the completing apprentices, an estimated average of 55% work in independent employment, with 45% completing apprentices working with some form of union affiliation.
5. The report revealed that out of the 835 apprentices completing the program since 1997, 705 or 84.5% were identified through UI data collection as wage earners in Montana during the July 1, 2002 to September 30th 2002, fiscal quarter.
6. The remaining 15.5% of completing apprentices are either not living in the state, have their own business or are not working (laid-off).
7. In summary, out of the 835 apprentices successfully completing the program since 1997, 705 or 84.5% have been verified as still working, supporting local economies and contributing back to Montana at a journeymen wage level.



# Related Training Funding

---

Over the years, the Montana State legislature has provided federal and state special revenue funds from various sources to offset some of the cost employers incur in providing apprentices with the required supplemental technical instruction. The instruction is required in addition to on-the-job training. Educational costs are offset through state grants.

During the 2001 legislative session, funding for apprenticeship related instruction was approved from the general fund and was a part of the Department of Labor and Industry's overall budget. Grants are applied towards correspondence courses, instructor cost and administrative expenses. Correspondence courses are used to provide supplemental instruction to apprentices who do not have access to classroom type instruction. These are primarily apprentices of independent/single employer sponsors and those located in rural areas of the state. Grant monies are used to defray part of the employer cost of purchasing these courses. Employers pay 100% of the cost of the first year courses and 60% of remaining years courses, with the state grant paying for 40%.

During fiscal year 2001, \$41,014.25 in state funding was allocated for correspondence courses. The North Dakota State College of Science (NDSCS) sold 965 courses to Montana Apprentices with Montana sponsor/employers contributing \$110,195.11 towards the related instruction cost. In fiscal year 2002, NDSCS sold 926 courses to Montana apprentices, with a state funding budget at \$42,263.34 and Montana employer's contributing \$102,788.20 to the cost of the related instruction. Both years in the biennium, reflect the 30% average annual increase in course work demand being utilized by Montana apprentices.

Grants are also distributed to off-set part of the cost of apprentice instructor support. Apprentice training organizations such as the union JATC's and independent organizations like the four Montana





IEC (Independent Electrical Contractors) chapters utilize classroom settings and instructors to provide supplemental technical instruction to apprentices. Organizations apply for grants that are exclusively used to defray cost for instructors, grants are distributed to approved applicants based upon the number of hours scheduled for the upcoming training year. For the biennium, 19 organizations, received grants totaling \$98,985.75 in fiscal year 2001, with 16,240 instructor hours applied for, which amounted to \$6.03 per hour in state funded co-pay. In fiscal year ½, 20 organizations received instructor funding, totaling \$98,378.84, with 16,342 hours applied for, which amounted to \$6.02 per hour in state funded co-pay.

*"The home study courses provided by the Montana Apprenticeship Program allow our employees to receive their training and education without disruption or delay of daily customer services. This is so vital to our commitment to customer satisfaction."*

Richard J. Thronson, General Manager,  
Nemont Telephone Cooperative, Inc., Scoby, MT

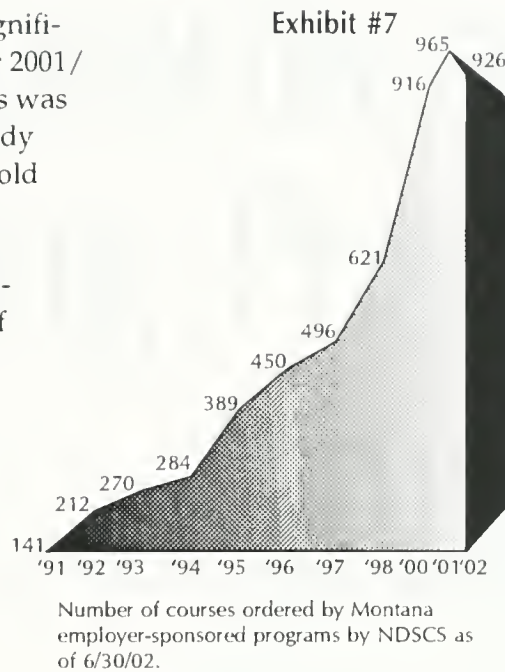
*"The apprenticeship program works out great for us and being in a rural area, the correspondence coursework works great for the apprentices."*

John Leister, Leister Electric, Inc., Livingston, MT

The Apprenticeship Training Program staff takes a strong stance on steady progress by apprentices enrolled in correspondence course related instruction. Apprentices working on courses alone, on their own time, need a strong support system. Several program measures to provide this support have shown marked improvements in the last few years. In 1991 the state share funding for apprentices completing their related training requirements through correspondence courses was \$9,000 with 144 courses sold that year. With an increased emphasis on timely completion of course work, the utiliza-



tion of that resource has significantly grown. In fiscal year 2001/02, \$42,263.34 in state funds was spent supporting home study courses, with 926 courses sold to Montana apprentices. Furthermore, in fiscal year 2001/02, Montana independent employer/sponsors of apprenticeship paid out of pocket cost of \$102,788.20 for correspondence related instruction. This represents 70% of the total \$145,051.54 spent in 2001/02 for correspondence related instruction.





# 2001-2002 Apprenticeship Training Program Activities

---

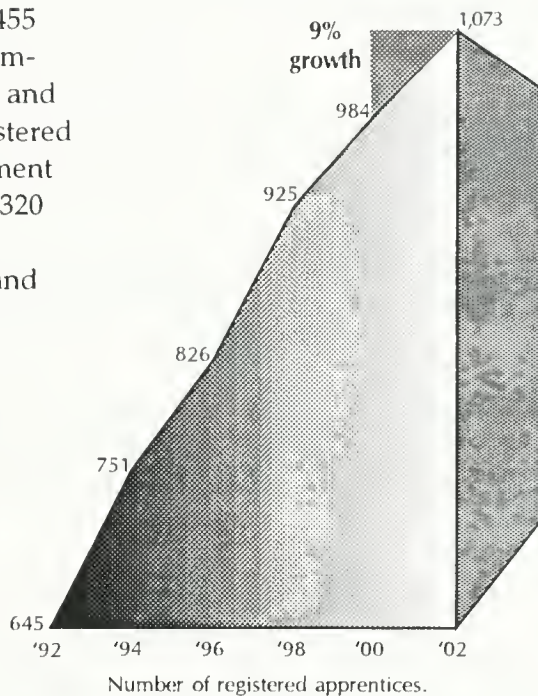


# Apprenticeship Statistics

The number of registered apprentices in Montana as of June 30, 2002 was 1,073 with 13% female and 7% minority participation. During the biennium the number of registered apprentices fluctuated from 930 to 1,103, with the program experiencing 14% overall growth, which falls in line with the average annual growth rate ranging from 8 to 15% since 1991.

Exhibit #8

Currently there are 455 active certified individual-employer sponsored programs and 36 programs jointly administered through labor and management partnerships that represent 320 union employers. 127 new programs were developed and registered in the review timeframe, with 862 new apprentices registered. The Apprenticeship and Training Program has apprentices registered in 53 of the 56 counties in Montana.



Of the 1,073 current registered apprentices, 12% are veterans, 60% work for independent sponsors, while 40% are union sponsored. From July 1, 2000 to June 30, 2002, the program completed 319 apprentices. This reflects an estimated 30% completion rate of all apprentices registered during the timeframe.

Since early 1991, Montana has experienced a steady increase in construction activity on a statewide basis. Currently the total number of building trades apprentices is 852 (80% of all registered





apprentices). The workforce for that industry is predicting a continued, but slower growth due an existing aging workforce and steady increase in new construction.

## Other facts...

During the time in review, the Apprenticeship and Training Program staff provided the following services:

- Staff responded to over 532 requests by employers for apprenticeship registration. 298 of those request stemmed in Western Montana, with 232 requests from Eastern Montana.
- Provided over 95 formal presentations concerning the program to high school career days, community job fairs, female and minority organizations and employer groups on a statewide level.
- Field staff conducted 11 comprehensive EEO reviews, established or revised five Affirmative Action plans for independent employers and revised over 165 active apprenticeship sponsor apprenticeship standards.
- During the time in review, the Program provided temporary project agreements to 15 out of state firms working in Montana and temporary registration to 46 out of state apprentices. The Program also has extended courtesy registration to 51 apprentices registered in other states but are work-based in Montana on a full time basis.

*" All of the graduates of our apprenticeship program still work for us and are excelling in the field of carpentry. Many of these graduates hold critical positions within the company. They all speak highly of the training they*



*received. I look forward to a continued relationship with your Department and fully support your efforts and mission."*

Ken Switzer, Martel Construction, Inc.,  
Bozeman, Montana

Quality of life in Montana and retail expansion is expected to support a more moderate increase in the construction sector. During the 2001/2002 biennium, industries that traditionally employ apprentices experienced the following employment trend:

#### CONSTRUCTION

In 2002 the industry employed 22,500 workers compared to 19,600 employed in this sector in 2000. An estimated 2,700 female workers are employed in this industry as compared to 2,100 female workers employed in this sector in 2000.

#### UTILITIES (Communications, Electric & Gas)

In 2002 the industry employed an estimated 8,200 workers compared to 3,700 employed in this sector in 2000. An estimated 2,600 female workers are employed in this industry as compared to 2,100 female workers employed in this sector in 2000.

#### MANUFACTURING

In 2002 the industry employed 23,700 workers compared to 24,500 employed in this sector in 2000. An estimated 5,500 females are employed in this industry, with no demonstrated change in participation since 2000.

#### SERVICES

In 2002 the industry employed 121,500 workers compared to 112,300 employed in this sector in 2000. An estimated 76,200 females are employed in this industry as compared to 74,200 females employed in this sector in 2000.



# Equal Employment Opportunity Services

---

In 1991 the Secretary of Labor delegated authority and assigned responsibility to the Federal Bureau of Apprenticeship and the Office of Federal Contract Compliance programs to enforce current Equal Employment Opportunity (EEO) and Affirmative Action regulations to program sponsors of apprenticeship. The state apprenticeship staff provides services and compliance reviews for 30 programs required to have Affirmative Action Plans and EEO Selection Procedures. The state program staff also investigates and mediate complaints relative to these areas.

Sponsors who employ five or more apprentices must have an approved Affirmative Action Plan and EEO Selection Procedure for choosing apprentices. State apprenticeship staff provided technical assistance to sponsors in the development and management of their plans.

The State staff in cooperation with the Federal Department of Labor and Industry conducted 19 periodic reviews during 2000/01 and 2001/02 and found the majority of the program sponsors in compliance of both State and Federal standards.

During the biennium the Apprenticeship and Training Program saw an increase of small independent sponsors of apprenticeship establish EEO selection procedures and Affirmative Action Plans. Continuing program growth with independent apprentices was the primary factor in the increase.



# Projections and Special Projects

---



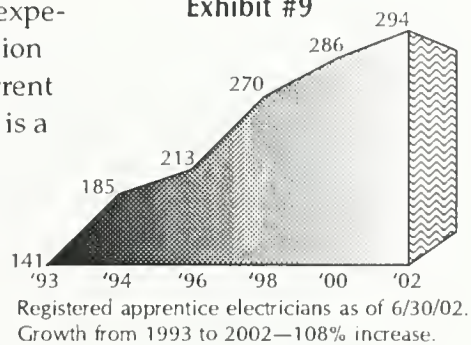


# Employment Trends

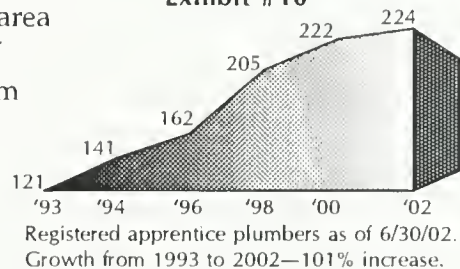
Since early 1991, Montana has experienced a steady increase in construction activity on a statewide basis. The current forecast for the construction industry is a continued growth through the year 2010. Quality of life, stable interest rates and retail expansion is driving the growth rate in Red Lodge-Absarokee, Bozeman-Gallatin-Park county area, Missoula-Bitterroot and the greater Flathead Valley. The growth rate in the greater Billings area has been driven by combination of industrial and retail expansion from the energy/refining industries and an infusion of new “box” retail outlets.

During the review period, there has been a continued shortfall on the supply side for fully trained, licensed plumbers and electricians. In 1993 there were 141 electrician and 121 plumber apprentices in both the non-union and union sectors. In 2000-01/2001-02 the program witnessed a continuation of a seven year trend in demand for apprentices in both these trades. As of June 30, 2002, there were 294 electricians (includes 31 residential electricians) and 226 plumbers registered as apprentices which reflects an 108% increase for electrical apprentices and 101% increase for plumbing apprentices since 1993.

**Exhibit #9**

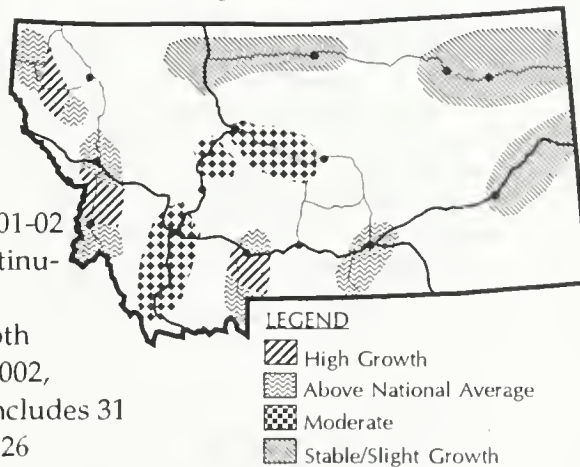


**Exhibit #10**



**Exhibit #11**

Growth areas in building trades construction from 1991 to 2000.





## NEW ADMINISTRATIVE RULES

In December of 2000 the Apprenticeship and Training Program introduced a suggested package of additions to the Program's existing administrative rules. The additions focused on clarification of existing language stated in registered standards approved in Montana. The primary areas that were receiving increasing attention concerning Program compliance dealt with the issues of requirements for ratio waivers, apprentice supervision, the apprentice to journeymen ratio, clarification of the term "journeymen", due process for program complaints and working apprentices on a regular basis outside of the required work outline. Notice of the proposed changes was given to the Montana Apprenticeship Community and other interested parties and a public hearing was held in mid-December, 2000. The results of the public hearing overwhelmingly suggested that a committee of apprenticeship sponsors should have the role in developing the rules regarding these somewhat sensitive issues. In January of 2001, the Program formally withdrew the proposals for change and waited to see if legislative action would be taken during the current 2001 legislative session regarding the proposed administrative rules.

During the 2001 Legislative session a bill was introduced to reduce the apprentice to journeymen ratio for electrician and plumber programs. The bill failed in the Senate and the session closed without resolve to this issue. This was the third attempt that had failed in the legislative process to change apprentice ratios since 1997. The Program, with the backing of the Department of Labor and Industry proposed to form an employer/sponsor driven committee to address the ratio issue and the other concerns that had failed approval in the December 2000 administrative rule change request.

In May of 2001, a committee was formed that was comprised of sponsor employers of apprenticeship with both union and independent affiliation; Representation from labor; Members from both



the Boards of Electrician and Plumbers and a representative from each of the Montana legislative houses. The Program made a serious attempt in committee selection to include geographical representation and members that would best meet the needs for the entire Montana Apprenticeship Community. The program hired a third party facilitator to run the meetings and the committee convened for their first meeting on May 22, 2001.

The facilitator, Kathy van Hook of the Montana Consensus Bureau used the "negotiated rule making" process as the format for the committee meetings. Basically this involved getting all of the individual interests and concerns out for discussion, full participation for possible solutions and final decision made through total committee consensus.

The committee met six times from May of 2001 to March of 2002 and developed five primary rules for the Program that could be presented to the apprenticeship community for administrative rule consideration. The committee's proposals included: A due process complaint procedure that could be utilized by both the sponsor and apprentice; Clarification of apprentice supervision; The qualifications for a sponsor to receive a ratio waiver; A variance to the apprentice-journeymen ratio, which would allow for additional apprentices without having to change the existing numerical ratios and a sponsor responsibility clause relative to safety and work performance.

The committee's proposals were submitted for the administrative rule process in June of 2002 and a public hearing was held on July 22, 2002. The proposals received a positive review from the Montana Apprenticeship Community and became effective as rules on September 13, 2002. The Apprenticeship and Training Program and the Department of Labor and Industry were pleased with the outcome of the committee process which exemplified a practice of "good government" by the program in not only allowing the decisions to be made by the users of the program but for also taking a



leadership role in initiating the process. The final results of the committee provided for changes that will allow apprenticeship to grow for the future but also the protected the credibility of a training program that has provided Montana with a skilled force since 1941.

## CHILD CARE DEVELOPMENT SPECIALIST

The Child Care Development Specialist (CCDS) Apprenticeship Program official began in 1997, however, did not really become a customary form of apprenticeship for the Montana childcare industry until the Apprenticeship and Training Program partnered with the Montana Department of Public Health & Human Services in applying for and receiving a federal CCDS grant through the U.S. department of Labor in April of 2001. The goal of the program is to increase the quality of childcare training in Montana. The grant was designed to target 80 individuals to register in the CCDS Apprenticeship Program, however, by June 30th, 2002 the CCDS Program had 105 new apprentices. The grant was well published and acknowledged in the childcare industry and brought 25 requests for information even before an individual could be hired to operate the program.

In August of 2001, The Apprenticeship and Training Program in partnership with DPHHS hired Anne Carpenter to manage and monitor the CCDS grant. For the remainder of 2001, Anne received approximately 190 in-coming call about the CCDS program and spent 91 days out of the office providing information to potential users of the grant. These out-of-office days included 31 informational visits to the childcare facilities, 6 visits to higher education early childhood college classrooms, 21 days attending meetings on behalf of the CCDS program and one day attending a career fair, marketing the program. Anne also presented at 3 state conferences and one national conference to highlight the CCDS apprenticeship program. The remaining time was spent registering new sponsors and apprentices, re-inspecting existing programs and attending training. Anne traveled an estimated 12,150 miles statewide during this timeframe.





The CCDS Program has developed much attention. At the time Anne was hired in August of 2001, 21 letter/information packages were sent at request, by mid-April of 2002, the program sent out 312 letter/information packages concerning the program. In 2001, the program received 23 employer request for apprentice approvals and by the end of fiscal 2002, another 46 request for approvals had been received. By June 30th of 2002, the CCDS program had 105 registered apprentices with 45 active employer sponsors. Although most of the incentive funds available for apprentice education cost have been used, the program continues to receive requests for new apprentice approvals. Both the Department of Labor and Industry and DPHHS are researching possible future funding sources to retain this valuable and successful program.

The success of this project has several contributing factors. In hiring Anne Carpenter, we were not only able to utilize her previous experience in early childcare, but Anne also brought with her enthusiasm and dedication to make the project work. Furthermore, having registered standards and existing programs allowed us take the current system and expand it with grant funding and a staff member with exclusive time for the project. Establishing working linkages not only with the early child care community but the university system blended a great partnership with the credibility of apprenticeship training and the establishment of an advisory committee made up of education, sponsors, tribal representatives, members from Head Start, allowed us access to the necessary hands-on information to make apprenticeship a very viable factor in training for the early child care industry.

*"The success of the CCDS Apprenticeship Program is due to the enthusiasm and energy of the apprentices and sponsors. The Program encourages all childcare givers the opportunity to further themselves with more knowledge."*

Bambi Schreckendgust, Apprentice,  
Easter Seals Growing Place, Missoula, MT



*"Within Head Start, there is a national goal to have all teachers college educated. Being a life-long learner is always a goal in this education-driven agency. The apprenticeship program helps to encourage staff development in the field of early childhood education. It is benefiting the agency, the employee, and especially will ultimately benefit children and families by having more qualified early educators with our children."*

Joan Kuehn, Education Coordinator  
Child Start Inc., Missoula Head Start, Missoula, MT

## INTERNET ENHANCEMENT PROJECT

Close to 50% of all registered apprentices receive their required related instruction through a correspondence system provided by the North Dakota State College of Science (NDSCS). The school provides a top rate educational package for the skilled trades, which is primarily utilized by Montana apprentices that work for small shops both in urban and rural areas. In an effort to increase the ability for the Montana apprentice to receive a higher degree of quality training within budget constraints, the Apprenticeship and Training Program formalized a plan in partnership with NDSCS which utilizes the internet system.

In early 2000, the Program conducted a survey that went to all registered sponsors and apprentices that were using the NDSCS educational package. The survey focused on their access and availability to the internet. With over a 65% response rate by both sponsors and apprentices, the results overwhelmingly told the Program that at least 85% of all sponsors and apprentices had some form of immediate access to the internet.

A Program representative met with the manager of the NDSCS Outreach Program in early spring of 2000 to discuss and



formalize a draft operational plan that would include “enhancing” the curriculums most often used by registered Montana apprentices. Shortly after that meeting, the U.S. Department of Labor announced the availability of four technical assistance grants amounting to \$40,000 per grant, that were ear-marked for apprenticeship programs. The Montana Apprenticeship and Training Program applied for and was awarded one of these grants based off the plan to enhance an existing educational system that offered delivery to rurally located apprentices utilizing the internet system.

With NDSCS providing a like amount of funding, work on the project started in mid-Summer of 2000 and continued into early 2001. The basic format of the project centered on the concept of providing the apprentice with an audio/video demonstration by an instructor of the identified most difficult problem/concept per chapter, in each of the 30 courses required for the plumbing and electrical course work curriculums.

This project started from scratch without the benefit of utilizing any existing educational delivery systems that were “net” driven. The technical necessities involved in this project varied from locating the right automated educational operating system to purchasing computer driven camera’s to scripting and filming the demonstration session by the instructors. The project with its complications, went on-line course by course starting in mid-2001 and was totally available for use by the end of 2001.

The completed product included a audio/visual of the “most” difficult concept/problem explanation chapter by chapter for each course in the required electrical and plumbing curriculums. Instructional math videos for the basic refreshing course, math for electricians and math of plumbers were also developed in this project. These videos explain in chapter by chapter in detail, by an instructor, the necessary formula’s and equations required by the trades. Fur-



thermore, the "Blackboard" operating system provides for a question and answer mail box and an inter-active chat line between an instructor and an apprentice. Access to the system was kept simple and the over-all user-ship was designed to be "friendly".

The project was completed close to it's time-lines and within budget. The Program feels that the enhancement package and the math videos will have a positive outcome for apprentices that do not have the availability for instructors or other apprentices to share information with. The internet enhancement project is a reflection of the dedication from both the Apprenticeship and Training Program and it's partners at NDSCS to ensure the best possible educational opportunities for Montana apprentices.





# The Future of Apprenticeship

---

Currently the Montana Apprenticeship Program has close to 1,100 apprentices registered in 48 different occupations, the highest level of registrations in the Program's 61 year history. During this biennium in review, the Program has also experienced one of the highest completion rates of apprentices in program history. Also of note, 85% of all apprentices completing the Program since 1997, are still working and contributing in Montana.

According to a report recently published by Research and Analysis, Department of Labor and Industry, four of the top ten paying occupations in Montana are active apprentice-able occupations. In the 2001/02 fiscal year, the average hourly wage rate for 3rd year apprentices was an estimated \$14.99 an hour, with Montana apprentices contributing over \$6 million dollar in state and federal taxes.

The educational delivery system for apprentices has been enriched with four new schools for independent electrical apprentices, the correspondence package which is used primarily by apprentices in rural locations has been given a new boost for the user by the internet enhancement and the 16,340 hours of submitted apprentice instruction for this fiscal is also at a record high level.

The new additions to the Program's administrative rules not only will allow for sponsors to increase their numbers of apprentices but also provided the Montana Apprenticeship Community a sense of harmony, which has been lacking for a number of years.

The Child Care Specialist Apprenticeship Program is currently training over 100 Montana apprentices in an industry where the product is the future of our state, our children. These worker's will also have the opportunity to realize better incomes, higher job security and the increased possibility to advance in life long learning via the apprenticeship stepping stone.



During the biennium, Program staff also exceeded recorded numbers for new apprentice registrations, employer visits, program presentations and providing information to interested parties. The Program with a viable increasing demand for services has been able to maintain a high customer service level, with 75% of the Programs operations focused on "return business".

Where to do we go from here? Although the Apprenticeship and Training Program realized steady growth and positive improvements during the reporting biennium, what do we face in the future and what direction does the Program need to be driven ?

The majority (80%) of all existing Montana registered apprentices work in construction related occupations. With that industry facing a high attrition rate due to an aging workforce, coupled with a slow but steady growth in new construction, the Program will continue to see an increase in apprentice registrations in that industrial sector. Other occupations, such as the automation industry, the medical professions and culinary occupations have been ear-marked by the Program as strong potentials for new apprentice registration.

Due to budget issues, there is a strong possibility that the state funding to offset some of the related instruction cost for sponsors that existed in this reporting biennium may no longer be available in the upcoming fiscal years. The Program is looking at what other states utilize for related instruction funding, such as in New Mexico, where apprenticeship related instruction is funded through state prevailing wage benefits.

The Child Care Specialist Apprenticeship Program was successful partially due to federal funding that was used to off set the cost of expensive but required education. The Program highly acknowledges the value of having "start-up" funding and dedicated staff that can focus on program development. The Apprenticeship



and Training Program will continue to research and explore possible grant opportunities that would benefit the Montana apprentice and worker.

The Apprenticeship and Training Program will continue to maintain linkages with Workforce Investment Act organizations, the educational community and other job training related organizations by providing direction, information, on-site presentations and technical assistance when called upon. The Program intends to maintain its high customer service level with the implementation stage now beginning with a new "virtual" recording keeping system and the development of "best practices in apprentice selection" informational booklet for our independent sponsors, which should have a positive impact on Program's cancellation rate.

Finally, the Apprenticeship and Training Program staff will continue to dedicate their efforts in providing our Montana sponsors, apprentices and the interested public in any manner, the assistance that will ensure a level of quality training for Montana's skilled workforce for now and for the future.



# Apprenticeship & Training Program Staff

---







From left to right

Tom LeTellier, Program Administrative Assistant  
Statewide Operations

Lanae Vetsch, Apprenticeship Training Field Representative  
Eastern Montana

Mark S. Maki, Program Supervisor  
Statewide Operations

Anne Carpenter, Child Care Development Specialist Program  
Statewide Operations

Roy Symons  
Apprenticeship Training Field Representative  
Western Montana



# Affiliated Professional Associations

---

- National Association of State and Territorial Apprenticeship Directors
- Rocky Mountain Apprenticeship Conference
- The Montana Apprenticeship and Training Directors Association
- Federal Committee on Registered Apprenticeship
- Montana Early Care and Education Career Development Board
- Montana Early Childhood Advisory Council
- Montana Early Childhood Apprenticeship Advisory Committee



# Appendix

---



# ACTIVE APPRENTICE REPORT

Run date: 06/28/02

DOT CODE	OCCUPATION	ACTIVE
621 281 014	AIRFRAME & POWER PLANT	1
807 381 010	AUTOMOBILE BODY REPAIR	2
620 261 010	AUTOMOBILE MECHANIC	8
823 261 026	AVIONICS TECHNICIAN	1
526 381 010	BAKER – BAKERY	1
950 382 010	BOILER OPERATOR	10
805 361 014	BOILERMAKER FITTER	32
861 381 018	BRICKLAYER – CONST	14
525 381 014	BUTCHER – ALL – ROUND	1
860 381 022	CARPENTER – CONST	59
822 361 014	CENTRAL – OFFICE INSTL	8
822 281 014	CENTRAL – OFFICE RP	2
359 342 540	CHILD CARE DEV SPEC	101
869 463 580	CONST CRAFT LABORER	11
625 281 010	DIESEL MECHANIC	2
827 261 010	ELECT APPL SERVICER	2
820 261 018	ELECT – SUBSTATION	2
829 261 018	ELECTRICIAN MAINT	5
824 261 010	ELECTRICIAN – ANY IND	263
637 261 014	ENVIR – CONT – SYS – INSTL	6
624 281 010	FARM EQUIP MECHANIC	1
373 364 010	FIRE FIGHTER ANY IND	8
862 361 014	GAS MAIN FITTER	2
865 381 010	GLAZIER – CONST	1
821 361 018	LINE ERECTOR – CONST	12
822 381 014	LINE INSTALLER –RP	1
821 261 014	LINE MAINTAINER	5
821 361 026	LINE REPAIRER	13
600 280 022	MACHINIST	2
822 281 018	MAINT MACH – TELEPHONE	26
620 281 050	MECH – INDUST TRUCK	2
638 281 018	MILLWRIGHT	3
859 683 010	OPERATING ENGINEER	12
862 281 022	PIPE FITTER – ANY IND	18
862 381 018	PIPEFITTER CONST	6
862 381 030	PLUMBER – CONST	226
631 261 014	POWERHOUSE MECHANIC	8
822 361 018	PROTECT SIGNAL INSTL	7
637 261 026	REFRIGERATION MECH	1
821 261 018	RELAY TECHNICIAN	1
824 261 014	RESIDENTIAL WIREMAN	31
866 381 010	ROOFER – CONST	11
279 357 062	SALESPERSON – PARTS	3
804 281 010	SHEET METAL WORKER	69
822 261 022	STATION INSTL & RP	4
950 382 026	STATIONARY ENGINEER	1
801 361 014	STRUCTURAL STEEL WKR	61
651 362 030	WEB PRESS OPERATOR	1
<b>GRAND TOTAL</b>		<b><u>1067</u></b>







100 copies of this public document were published at an estimated cost of \$2.00 per copy, for a total cost of \$200.00, which includes \$200.00 for printing and \$.00 for distribution.



